MANITOBA

ANNUAL REPORT

1981-82

The Department of
Government Services

MANITOBA
MINISTER OF GOVERNMENT SERVICES
WINNIPEG
R3C 0V8

December 2, 1982

Her Honour Pearl McGonigal
Lieutenant-Governor of Manitoba
Room 235 Legislative Building
Winnipeg, Manitoba
R3C 0V8

May It Please Your Honour:

I have the privilege of presenting for the information of Your Honour the Annual Report of the Department of Government Services for the fiscal year ending March 31, 1982.

Respectfully submitted,

John S. Plohman

The Honourable John S. Plohman
Minister

MANITOBA
DEPUTY MINISTER OF GOVERNMENT SERVICES
ROOM 143 LEGISLATIVE BUILDING
WINNIPEG
R3C 0V8

December 2, 1982

The Honourable John S. Plohman
Minister of Government Services
Room 141 Legislative Building
Winnipeg, Manitoba
R3C 0V8

Mr. Minister:

I hereby submit for your approval the 1981-82 Annual Report of the Department of Government Services.

During the past fiscal year, the Department accomplished significant results consistent with its role in providing support services within the Manitoba Government. Improved financial management was achieved through tightening of administrative and budgetary functions. Support to Departmental management in developing human resources, systems, and policies also received increased emphasis.

Cost-savings attributable to energy conservation initiatives were continued by increasing the proportion of compact vehicles in the Government fleet and by applying energy-saving techniques in Government buildings. The Department also conducted major construction projects in support of client programs, including the The Pas Correctional Institution and a major addition to the Assiniboine Community College.

As you are aware, the Department is committed to an operating philosophy embracing 'SERVICE' as its first priority. We have striven to achieve this goal with increased Departmental efforts in developing mutually beneficial relationships with client departments. We look forward to the results of continued efforts in these and new initiatives in 1982-83.

Respectfully submitted,

Boris R. Hryhorczuk
Deputy Minister

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Preface

Mandate

The Department of Government Services is charged with responsibility for providing support services to Government programs. Services fall under the general categories of central services, supply services, and property services. The Department operates and delivers services under authority of the following Acts of the Consolidated Statutes of Manitoba:

The Emergency Measures Act E80
The Expropriation Act E190
The Government House Act G80
The Government Purchases Act G90
The Land Acquisition Act L40
The Public Printing Act P240
The Public Works Act P300.

In addition, policies specific to Departmental programs are documented in the General Manual of Administration and various Government Services Manuals, catalogues, and publications.

Government Services acts as a service agent within Government. The Department consults clients as to their needs and expectations and provides services according to policies and standards approved by Cabinet or Treasury Board. Government Services acts in an advisory capacity to Cabinet and Treasury Board in the development of policies and standards required to provide effective service. Once approved, departments are held accountable for adhering to these policies and standards. In turn, Government Services is held accountable for providing a quality service to client departments within given fiscal constraints and policy standards.

Organization

During 1980-81, the Department of Government Services continued its review of the existing organizational structure to improve planning and operating performance within the Department. In summary, the following organizational changes were made during the past fiscal year:

- Payroll Function — re-assigned to Personnel Services Branch from Administration Branch (April, 1981).
- Operational Support Services Branch — functions divided between Policy & Program Evaluation Section and Systems Section (March, 1982).
- Word Processing Consulting Services — created as a new Branch (December, 1981).
- Word Processing Centre — assigned to Word Processing Consulting Services Branch from Operational Support Services Branch (December, 1981).

The resulting Departmental structure is depicted in Figure #1. It calls for a clear definition of Divisional objectives and accountability at each level of program delivery. The intent is to provide the functional organization and senior management strength required to direct the Department's resources in assuming full responsibility for providing departments with support services. The role, responsibilities, and year-end staffing of the four Divisions are outlined in the following information.

- Central Administration Division: has a staffing complement of 61.00 SY's and is responsible for providing centralized administrative services in support of the Department's programs. These include general administration, financial management, internal audit, accounting, payroll, budget co-ordination, personnel management, program evaluation, policy analysis, and systems development. In addition, the Division provides word processing consultation and services to departments and is responsible for co-ordinating Government activities during major civil emergencies.

- Supply & Services Division: has a staff complement of 258.10 SY's and is responsible for providing centralized supply services in support of Government programs. These include Government fleet vehicles, purchasing, materials management, office equipment, telecommunications, mail, printing, art and design, stationery, micrographics, and statutory publications.

- Project Services Division: has a staffing complement of 112.26 SY's and is responsible for planning, designing, and co-ordinating building construction and for acquiring leased space in support of Government programs. In addition, the Division provides real property appraisal, acquisition, and disposal.

- Field Services Division: has a staffing complement of 717.35 SY's and is responsible for providing administration and decentralized services related to the ongoing operation and maintenance of Government-owned or occupied real property. These include renovations, grounds, security, employee housing, construction, contracted services, parking, energy management and technical services, and safety. Most of these services are delivered on a district basis according to the map portrayed in Figure #2. Management of the Gimli Industrial Park also comes under the jurisdiction of this Division.

In addition to the four Divisions, there are two independent bodies, the Land Value Appraisal Commission and the Manitoba Disaster

Assistance Board, which report directly to the Minister. Their role, responsibilities, and year-end staffing are described in the following information.

- Land Value Appraisal Commission: has five members with a supporting staff complement of two SY's. The Commission determines and certifies due compensation for the acquisition of land by any designated authority with the power of expropriation. A Commission hearing can be initiated by the acquiring authority or by a landowner. Commission decisions are binding on the acquiring authority, but not on the landowner, who can take a grievance to the Court of Queen's Bench. In compliance with Section 13 of The Land Acquisition Act, a report on applications and matters dealt with during the 1981-82 fiscal year is provided by the Chairman in Appendix "A".

- Manitoba Disaster Assistance Board: has three members supported by part-time staffing. It is responsible for: communicating Government policy concerning disaster assistance; making decisions concerning payments in response to disaster assistance claims; and investigating and reporting to the Minister on matters related to disaster assistance. The Board provides a readily activated mechanism for dealing with damage-related matters referred to it as a result of natural or human-made disasters.

A comparative summary of the Department's program expenditures and recoveries for fiscal years 1980-81 and 1981-82 is depicted in Figure #3.

Figure #1

Organization Chart

as at March 31, 1982

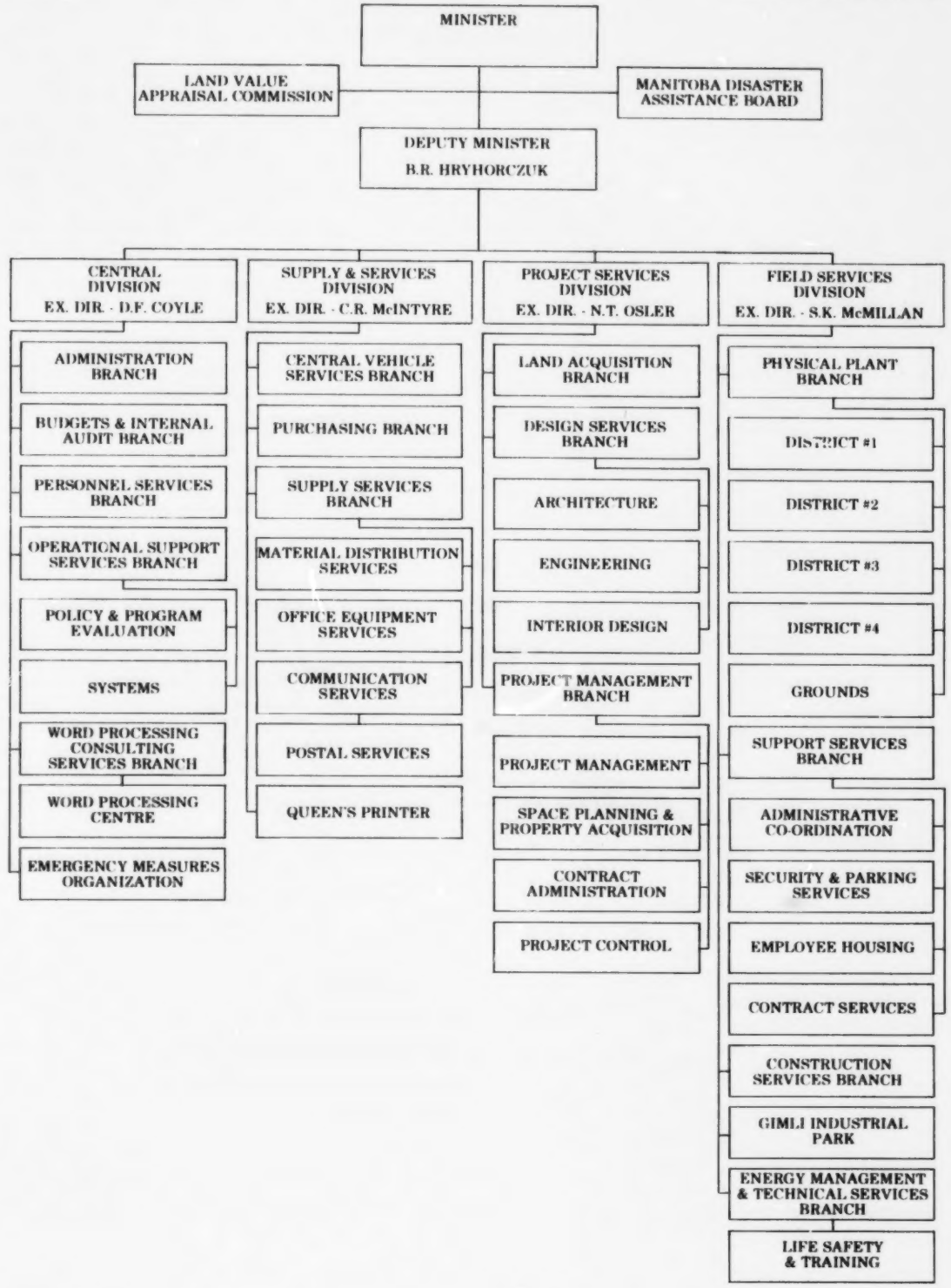
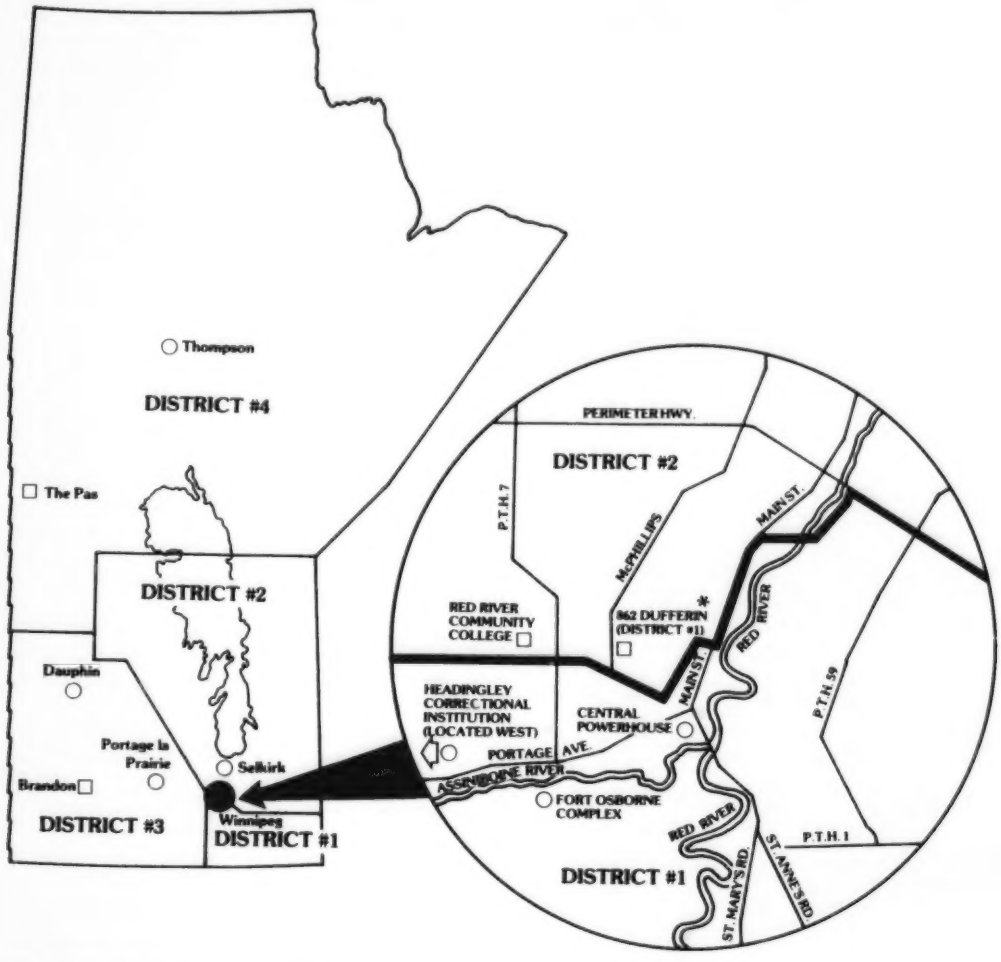


Figure # 2

District Service Map



* Although located in District #2, the office at 862 Dufferin is the District #1 Headquarters.

LEGEND

- ☐ District Office
- ○ Zone Office (Represents Locations of Government Services Maintenance Operations).
- ● Winnipeg Area included in above circular map.
- ▬ District Boundary.

Figure #3

Expenditure & Recovery Summary

for the fiscal year ended March 31, 1982
(with comparative figures for the previous fiscal year)

Program		1981-82 ($000)		1980-81 ($000)	
08-1A	Minister/Deputy Minister	14.3		20.4	
08-1B	Executive Administration	208.0		226.0	
08-1C	Administration/Budgets/Personnel	711.5		567.7	
08-1D	Operational Support Services	231.4		116.1	
08-1E	Emergency Measures Organization	327.7 NOTE 1		376.3 NOTE 2	
08-1F	Advertising Audit	143.9 NOTE 3			
08-1G	Word Processing Centre	103.7 NOTE 4			
08-1H	Word Processing Consulting Services	91.3 NOTE 5			
08-1	TOTAL (Central Administration)		1,831.8		1,206.5
08-2A	Executive Administration	189.8		394.4	
08-2B	Physical Plant	18,791.3		16,265.8	
08-2C	Construction Services	1,115.9		1,023.2	
08-2D	Leased Accommodation	7,259.6		6,387.1	
08-2E	Employee Housing	334.0		300.6	
08-2F	Security & Parking Services	1,434.7		1,091.0	
08-2G	Gimli Industrial Park	1,901.4		1,765.6	
08-2H	Furniture & Furnishings	63.9		119.8	
08-2J	Energy Management & Technical Services	337.1		37.2	
08-2	TOTAL (Field Services)		31,427.7		27,294.7
08-3A	Executive Administration	120.1		134.1	
08-3B	Central Vehicle Services	2,888.8		1,851.8	
08-3C	Office Equipment Services	22.4		(72.9)	
08-3D	Purchasing	720.4		646.7	
08-3E	Material Distribution Services	769.6		563.5	
08-3F	Communication Services	1,452.7		1,403.8	
08-3G	Postal Services	2,463.5		2,124.5	
08-3H	Manitoba Gazette	158.0 NOTE 6			
08-3J	Queen's Printer — Management & Brokerage	190.5 NOTE 7			
08-3K	Queen's Printer — Operating	169.6 NOTE 8			
08-3	TOTAL (Supply & Services)		8,955.6		6,651.5
08-4A	Executive Administration	74.1		129.8	
08-4B	Design Services	1,218.6		1,082.2	
08-4C	Project Management	669.4		569.4	
08-4D	Land Acquisition	10.9		(71.7)	
08-4	TOTAL (Project Services)		1,973.0		1,707.7
08-5	Land Value Appraisal Commission		(15.0)		0.8
08-6	Acquisition/Construction of Physical Assets		19,232.9		17,917.7
08	DEPARTMENTAL TOTAL		63,405.9		54,778.9

NOTE 1 Program transferred to Central Administration from Supply & Services in July, 1980.

NOTE 2 This figure is included in Central Administration for the reader's convenience to compare the E.M.O. 1980-81 to 1981-82 expenditures. The E.M.O. 1980-81 expenditure was shown under Supply & Services in the Department's previous Annual Report.

NOTE 3 1980-81 expenditure shown under Consumer & Corporate Affairs & Environment.

NOTE 4 1980-81 expenditure funded by supplementary request.

NOTE 5 No 1980-81 expenditure included as program commenced in 1981-82.

NOTE 6 1980-81 expenditure shown under Consumer & Corporate Affairs & Environment.

NOTE 7 1980-81 expenditure shown under Consumer & Corporate Affairs & Environment.

NOTE 8 1980-81 expenditure shown under Consumer & Corporate Affairs & Environment.

Note: All figures are net actual expenditures which have been rounded to the nearest $100; exact figures and further breakdown can be obtained from The Public Accounts 1980-81 and 1981-82.

Central Administration Division

The Central Administration Division provides administrative support services to the Department; word processing consulting services, and on a limited basis, word processing services within the Manitoba Government; and planning, training, and co-ordination for civil emergencies within the Province. The Division consists of six Branches – Administration, Budgets & Internal Audit, Personnel Services, Operational Support Services, Word Processing Consulting Services, and the Emergency Measures Organization. The accountabilities, accomplishments, and initiatives of each Branch in 1981-82 follow.

Administration Branch

In 1981-82 the Advertising Audit Office was transferred to Executive Council and the payroll function to the Personnel Services Branch. The Administration Branch continued to be responsible for providing central accounting, financial information, and related administrative services to Departmental programs and management.

During the year, the Branch processed 63,734 payment vouchers and 3,101 billing transactions. Continuing improvements were made to increase the efficiency of this process through the review and redefinition of staff responsibilities. The Branch also refined the Departmental Commitment Accounting System. This enabled Departmental Branches to improve their monitoring of expenditures in an effort to remain within the approved Estimates.

Budgets & Internal Audit Branch

The Budgets & Internal Audit Branch participated in all phases of the budgetary process in 1981-82. In doing so, the Branch:

- assisted in the issuance of Estimates guidelines and instructions for Departmental programs;
- assisted Departmental programs in completing Estimates schedules;
- co-ordinated the compilation of Departmental budget program requests;
- prepared the Budget analysis for the Deputy Minister;
- prepared the Budget submission to the Department of Finance; and
- advised the Department on the format of the Printed Estimates presented to the Legislature.

The Branch is also responsible for: co-ordinating and analyzing the Department's Quarterly Forecast of Expenditures and Revenues for presentation to the Executive Committee; and for ensuring that the associated submission to the Department of Finance is accurate and in compliance with Departmental requirements.

The Branch continued to monitor monthly cash flows of projected expenditures to identify unfavourable trends at the earliest possible date. The Executive Monthly Expenditure Report introduced during 1980-81 was revised to reflect the Deputy Minister's and Executive Directors' information requirements. The Branch also provided Departmental programs with additional historical and financial information to assist them in preparing their monthly cash flow projections and 1982-83 Estimates.

During the fiscal year, the Internal Audit function was further developed in association with the Department of Finance. A comprehensive Internal Audit Program is now expected to be implemented in the Department by the end of 1982-83.

Personnel Services Branch

Since its inception in 1980-81, the Personnel Services Branch has continued to restructure its staffing to enhance its capacity to meet increased service demands for service. This restructuring included the April, 1981 re-assignment of the payroll function from the Administration Branch to the Personnel Services Branch.

In 1981, staffing authority was delegated to the Department by the Civil Service Commission. Consequently, the Department conducted nearly 600 staffing activities, a considerable growth over previous years. In doing so the time expended in filling vacancies was also reduced from 70 days to approximately 35. A considerable effort was made in upgrading vacancy advertisements and in introducing more sophistication into the staff selection process. Resource files were developed to assist the Department in obtaining a sufficient number of qualified candidates for advertised vacancies. The concept of a temporary labour pool was also developed and introduced to meet short term staff requirements.

Approximately 20% of the Department's job descriptions were reviewed and updated. In addition, 56 reclassifications of existing jobs were processed to reflect the appropriate remuneration for the tasks performed.

Preliminary discussions were held at senior levels to consider: the present organizational structure of the Department; its ability to

deliver programs; and the concept of Management Seminars to identify and measure Departmental efficiency and how it might be improved. The issue of Employee Orientation was investigated and discussed with the Civil Service Commission to develop a Government-wide initiative. It is expected that there will be considerable activity in this area in 1982-83.

Operational Support Services Branch

The Operational Support Services Branch provides management consulting services in support of Departmental program, policy, and systems initiatives. The Branch consists of two distinct, yet integrated Sections — Policy & Program Evaluation and Systems. The activities of these Sections are co-ordinated under the direction of the Branch Manager, who also functions as general consultant to the Deputy Minister and Executive Directors on program and organizational development.

Policy & Program Evaluation

The Policy & Program Evaluation Section is accountable for supporting the Department's policy analysis and program evaluation functions. This involves conducting program, legislation, and policy reviews, as priorized by executive management, and advising and submitting recommendations on the most appropriate alternatives. Reviews are aimed at examining program or service performance and alternative ways of delivering programs to more adequately meet the needs of client departments. The intent is also to ensure the consistency of proposed policy with Departmental and Government objectives and to promote timely and effective policy and program development in the Department. This role implicitly includes responsibility for communicating approved Departmental policies and procedures within Government Services and to client departments by co-ordinating the planning, implementation, and maintenance of various manuals, publications, and client relations programs.

During 1981-82, Policy & Program Evaluation was involved in the following project activities:

- planning and preparation of the Client Services Manual to provide Government Services clientele with an easy-to-follow guide on what services are available, who to contact, and how to access these services;
- planning and preparation of the Administrative Services Manual to provide Government Services staff with a reference to the internal administration of the Department;
- planning, preparation, and distribution of a more informative and polished Annual Report;
- a review of existing Government Services legislation resulting in the submission of a report to the Executive Committee recommending required amendments and a course of action to implement amendments;
- a review of the Department's client relations requirements resulting in the drafting of a paper for submission to the Executive Committee;
- planning and follow-up in relation to a series of Divisional Management Seminars resulting in issue identification, resolutions, and implementation of many resolutions to improve Departmental operations;
- a review of the Department's submissions system which resulted in the introduction of revised policies and procedures to streamline the process and to upgrade the quality of submissions;
- a review of small project services in the area of furniture, furnishings, and signs resulting in improved service quality and turnaround time and the updating of associated policies, procedures, and catalogue specifications by a Departmental committee;
- an evaluation of cost recovery in the Queen's Printer in relation to Treasury Board guidelines;
- commencement of a review of the Employee Housing Program with a view to determining policy options and the Program's future direction.
- a review of personnel administration resulting in the introduction of consolidated forms and procedures for attendance and leave reporting, internal re-organization of Personnel Services staff and responsibilities, and documented policies on discipline, staffing, and Workers' Compensation;
- a review of Departmental forms management resulting in a complete forms inventory and a report to the Executive Committee;
- development of draft guidelines for reviewing, approving, and communicating Government Services policy;
- formation of a Materials Management Implementation Team to implement the recommendations of the Material Distribution Services Program Review;
- a review of the consultant's study on parking policy and preparation of a slide presentation for the Deputy Minister;

- compilation and editing of a briefing package on the Department's activities since 1977 for the incoming Government; and
- compilation and editing of a briefing package on Departmental tendering practices for submission to Treasury Board, which also incorporated a proposal on possible preference guidelines;

In addition to these projects, Policy & Program Evaluation was involved in establishing and co-ordinating the internal Policy Planning & Review Committee. The Committee consists of management representatives from each Division and is accountable to the Executive Committee for planning various forms of policy communication (e.g. manuals) and for reviewing new or revised policies.

Systems

The Systems Section is responsible for co-ordinating systems planning and development in support of Departmental management's efforts to meet program objectives. This involves conducting systems feasibility studies and developing, implementing, and maintaining both manual and automated information systems. The Section attempts to ensure the efficient utilization of existing systems resources, the compatibility of data processing needs, and the accuracy and timeliness of management information systems.

The Systems Section was involved in the following project activities during 1981-82:

- selection and implementation of a computer system (Fleet Management Information System) for the Central Vehicle Services Branch;
- initiation of a major project to select a system to meet the information requirements of the Project Services and Field Services Divisions and to institute a Property Management System;
- definition of requirements for a Common Material Identification System in the Purchasing Branch;
- major enhancements to the computer systems of the Queen's Printer designed to improve processing and reduce cost;
- a study defining the informational requirements of the Personnel Services Branch; and
- a report on the data processing requirements of Communication Services.

In addition, a Departmental Systems Planning Committee was established with representation from each Division. This Committee is accountable to the Executive Committee for preparing and monitoring the annual Departmental System Plan.

Word Processing Consulting Services Branch

On December 27, 1981, Treasury Board authorized the establishment of a Word Processing Consulting Services Branch. The Branch was mandated to provide Government departments with information and advice on using word processing technology. The Branch is also responsible for managing the Word Processing Centre in the Legislative Building. The Centre provides word processing services primarily within the Legislative Building and on a limited basis to client departments outside.

The Word Processing Centre, in addition to its ongoing tasks, participated in several special activities. It was involved in a pilot project wherein three satellite stations in the Legislative Building were directly cabled to the Centre. Ongoing support and training were provided to satellite personnel by the Centre's staff. The Centre also hosted several "hands' on" clinics involving the operation of word processing equipment. In February, 1982, it assisted in establishing a communications interface with a typesetting firm for producing Hansard.

Emergency Measures Organization

The Emergency Measures Organization (E.M.O.) provides overall Provincial planning, training, and co-ordination for the safety and survival of citizens and the protection of property in disasters and emergencies. E.M.O. works closely with all levels of government and private volunteer agencies to co-ordinate effective emergency preparedness and response. This mandate is carried out through head office in Winnipeg and regional offices in Portage la Prairie, Brandon, and Thompson.

E.M.O. Municipal Advisors assist local governments in developing emergency plans and response capabilities. In 1981-82, 335 visits to communities were made and assistance was given in developing 59 "first time" emergency plans, reviewing and updating 37 existing emergency plans, and in planning and evaluating nine emergency exercises. E.M.O., in consultation with the Village of MacGregor and the Rural Municipality of North Norfolk,

developed three basic model emergency plans, which are now being used by other municipalities in assisting them in the development of their respective emergency plans.

E.M.O. is responsible for co-ordinating all Manitoba Government emergency planning. E.M.O. chairs the Provincial Interdepartmental Emergency Planning Officers' Committee which has, as its primary responsibility, the development of the Province of Manitoba Emergency Plan. This comprehensive plan delineates the Provincial response structure, departmental roles, and guidelines for responding to specific types of emergencies. Guidelines have been completed for flood and health (Western Equine Encephalitis) emergencies; others involving dangerous goods and forest fires are in the process of being completed.

As part of its Training/Education Program, E.M.O. gave lecture presentations to public interest groups and sponsored interdepartmental seminars on emergency preparedness subjects. One major undertaking was the Red River Flood Emergency Seminar held in Morris in the Spring. This was a joint Provincial/Municipal seminar, held for the purpose of defining roles and responsibilities in the event of a flood. E.M.O. also co-ordinated the attendance of Manitobans on civil emergency courses conducted at the Federal Study Centre (Arnprior); some 120 persons attended in the 1981-82 fiscal year.

During 1981-82, 84 incidents were reported to E.M.O. through its 24 hour emergency and regular telephone response service. Some of the major incidents involving E.M.O.'s emergency co-ordinating activities were: forest fires affecting the communities at Patricia Beach, Barrows, and Nelson House; train derailments involving dangerous goods near Dominion City and the Village of Austin; and flooding in the Interlake.

One serious incident, the outbreak of Western Equine Encephalitis, affected a large portion of southern Manitoba. On July 30, 1981, the Provincial Government declared this a health emergency. An extensive mosquito abatement program was initiated covering 21 communities by aerial and ground spraying. E.M.O. co-ordinated the Province's mosquito abatement operation and related public information activities from a 24-hour emergency centre at E.M.O.'s Winnipeg office. This centre was staffed with personnel from E.M.O. and the Departments of Health, Agriculture and Environment. The health emergency terminated on September 24, 1982.

Supply & Services Division

The Supply & Services Division provides supply and related services in support of Government programs. The Division consists of four Branches – Central Vehicle Services, Purchasing, Supply Services, and Queen's Printer. The accountabilities, accomplishments, and initiatives of each Branch in 1981-82 follow.

Central Vehicle Services Branch

The Central Vehicle Services Branch, located in the Central Provincial Garage, provides central services for the provision of:

- fleet vehicles in support of departments' and agencies' program requirements;
- financial accounting and fleet management information systems on the fleet's operation;
- a portion of the total fleet maintenance requirements through the operation of the Central Provincial Garage;
- licensing and insurance requirements for fleet vehicles; and
- advice to user departments respecting equipment most suited to their needs.

The Branch is responsible for the administration of 2,521 vehicles. The fleet is operated on a self-sustaining basis and is cost-recovered through distance rates charged to user departments. The rate differs according to the vehicle type assigned.

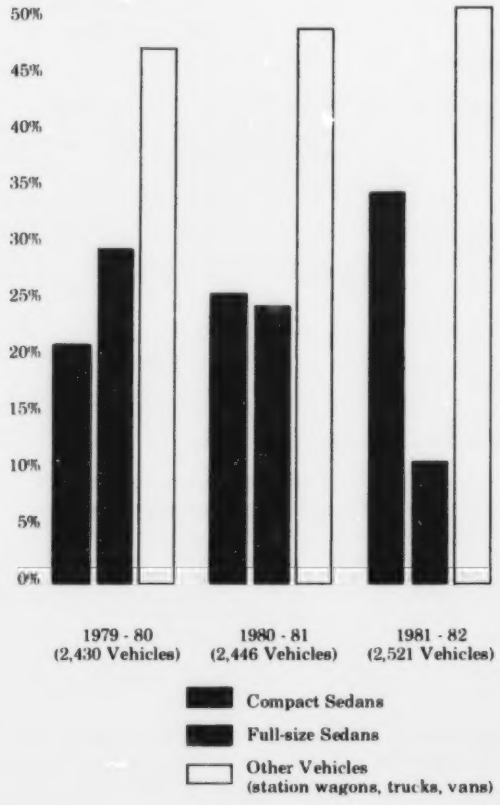
The total distance driven by all fleet vehicles for the year was 74,588,545 kilometers, an average of 29,587 kilometers per vehicle. This total distance represents a 2% increase over 1980-81. Figure #4 depicts the increased proportion of compacts in the vehicle fleet. To reduce fuel consumption the Branch has increased the proportion of compacts by selecting the smallest and most appropriate vehicle for the job.

The Fleet Management Information System was developed in 1981-82. The new system, expected to be fully operational in 1982-83, will provide cost data on each vehicle unit and the data base for establishing vehicle use rates by department. With this readily available information individual department rates will be calculated each year and charged to the user department. The new rate will be based on the average actual cost for vehicle types by department during the previous year and will enable the Branch to calculate user charges which are reflective of the actual costs of operating each vehicle. Further, the new system will provide user departments with regular reports on vehicle cost and utilization. Such data will assist departmental managers in better managing their vehicle fleet and in controlling their vehicle transportation costs.

Figure #4

Fleet Vehicles By Type

for the fiscal year ended March 31, 1982
(with comparative figures for the two previous fiscal years)



Purchasing Branch

The Purchasing Branch is the central agency for the commercial acquisition of goods and services for departments. Its responsibilities include: the maintenance of an impartial competitive bid system; development of product standards and specifications; identifying and cataloguing material; contract expediting; bid evaluation; and consolidating requirements. Branch general objectives are fourfold: (1) to provide client departments with an effective level of service when negotiating purchasing contracts; (2) to ensure that each purchasing contract represents a fair and reasonable cost to the Government; (3) to ensure that all qualified suppliers are afforded an opportunity to compete for Provincial Government business; and (4) to ensure that Government policy, with respect to procurement of goods and services is followed.

Organizationally, the Purchasing Branch is divided into several components: two purchasing teams are each responsible for acquiring a specific range of commodities; a contracting officer is responsible for assisting customer departments in preparing and issuing service-related contracts; a standards group provides customers with specification and material identification services, and a support group provides necessary recordkeeping and typing services. A satellite operation consisting of a buyer and a clerk provide Material Distribution Services with purchasing expertise for their requirements.

During 1981-82, the Purchasing Branch processed 16,250 requisitions containing 85,000 line items of goods and services. Approximately 47,000 individual bid invitations were extended, an increase of 17% over the previous year. These invitations resulted in the issuance of 22,800 purchase orders issued with a total value of $86 million. An additional 39,000 field orders valued at $8.8 million were monitored by Branch personnel.

Many of the following 1981-82 Branch highlights will be continued in 1982-83.

- The level of service to client departments was improved through 40 customer liaison visits by Purchasing Agents and senior management. These visits helped to clarify Government policies, procedures, and levels of service related to purchasing.
- The Direct Purchase Order System, introduced in 1980-81, was used for purchases valued at $8.8 million. The System's operation was reviewed and additional training was provided to several client departments. Policy changes designed to improve the overall efficiency of the System will be considered in the 1982-83 fiscal year.
- Responsibility for office furniture, furnishing specifications, and quality control was transferred from the Design Services Branch to the Purchasing Branch. The transfer occurred in conjunction with the Purchasing Branch's preparation of an office furniture catalogue.
- To accelerate the furniture acquisition process, the satellite purchasing operation at Material Distribution Services was authorized to acquire low dollar and/or emergency furniture requirements.
- Documentation of tendering and requisitioning policies and procedures was completed, with standing offer and contracting policies to continue in 1982-83.
- Numerous rural suppliers were interviewed with respect to their supply capabilities. Literature on "How to do Business with the Manitoba Government" was provided to the Brandon Chamber of Commerce and the Enterprise Development Centre for free distribution to interested suppliers.
- A conceptual design for automating the Branch's centralized material identification service was completed in support of a Treasury Board policy promoting the use of this service by departments and agencies. Red River Community College, the Manitoba Research Council, and the Departments of Health, Natural Resources, and Labour & Manpower expressed an interest in using this cataloguing service.
- New objectives were identified and developed, namely:
  - to provide centralized material identification services and to establish catalogues for use by various client departments and agencies;
  - to review current internal methods of generating purchasing documents and to automate the workflow if feasible; and
  - to increase significantly the number of rural businesses listed as possible supply sources.

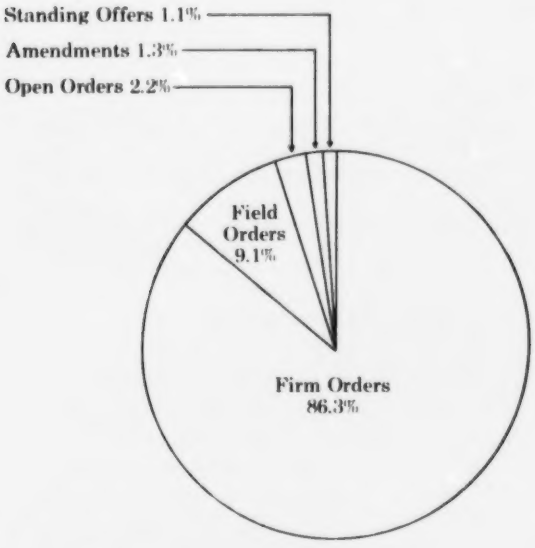
Purchasing activity in 1981-82 is portrayed graphically in Figures #5 and #6.

Figure #5

Purchasing Activity By Type Of Acquisition

for the fiscal year ended March 31, 1982

1981-82
94.8 Million



Definitions:

Firm Orders — purchases resulting from regular requisitions (PS-f-21) forwarded to the Purchasing Branch for tender and award of purchase orders.

Field Orders — purchases resulting from Direct Purchase Orders placed in the field by various departments.

Open Orders — standing agreements negotiated by the Purchasing Branch that enable specific departments to call up supply item as needed.

Standing Offers — agreements issued by the Purchasing Branch based on forecasted annual Government-wide requirements for specific commodities; these agreements enable the release of goods on an as required basis.

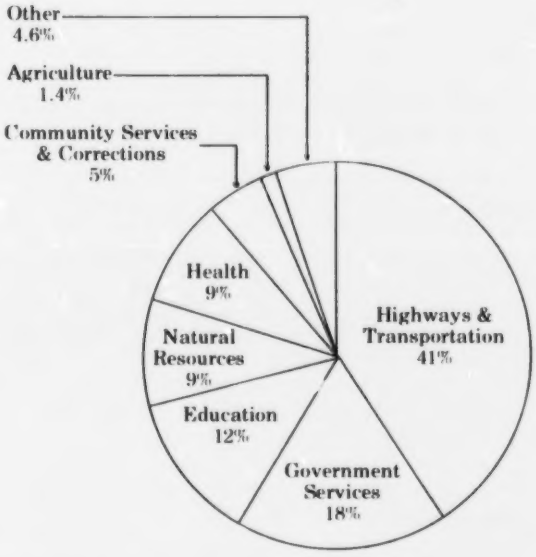
Amendments — change orders.

Figure #6

Purchasing Activity On Behalf of Departments

for the fiscal year ended March 31, 1982

1981-82
$94.8 Million



Supply Services Branch

The Supply Services Branch provides departments with centralized supply support, including office equipment, telecommunication services, postal services, warehousing, and materials supply for commonly required commodities. The Branch consists of four Sections — Material Distribution Services, Office Equipment Services, Telecommunication Services, and Postal Services.

Material Distribution Services

Material Distribution Services provides material support services for the Department's maintenance and construction programs and stocks some common use commodities, such as furniture, janitorial supplies, and clothing, to meet the requirements of other departments. The Section also arranges transportation for cartage, office relocation, and the pick-up and destruction of surplus records, files, and other paper. In addition, it provides a disposal service on request for the redistribution or sale of surplus material and equipment.

The primary objective of Material Distribution Services is to provide efficient inventory management of commodities purchased, stored, and issued, while still maintaining a fully responsive support service. In 1981-82, a turnover ratio of four to one was maintained, and a 90% same-day fill rate for material demands of stocked items was achieved.

During 1981-82, Material Distribution Services arranged for the interdepartmental redistribution of surplus material assets with a replacement value of $375,700. The Section, in conjunction with the Central Vehicle Services Branch, also made arrangements for the sale of surplus fleet vehicles and other departments' assets realizing $552,400 in general revenue. In addition, school buses were sold on behalf of the Public Schools Finance Board for $122,900.

The Section continued to provide requesting departments with consulting services in: warehouse and storage layouts, the selection of material handling aids and equipment, internal control records, disposal of material by tender or auction, and the movement of equipment and material.

Office Equipment Services

Office Equipment Services is responsible for supplying and servicing office equipment and machines used by Government. Machines are categorized into classes and rented at a monthly rate to recapture all replacement, maintenance, and overhead costs. As of February 28, 1981, the inventory of office machines was 14,196 pieces, consisting of adders, calculators, multipliers, dictators, transcribers, tape recorders, and typewriters. In addition, audio-visual equipment not associated with the rental program, such as overhead projectors, transparency makers, and movie projectors, is available for training purposes on short-term loan to client departments.

Machine servicing and repair was accomplished by seven "in-house" business machine technicians from Office Equipment Services and by contractual arrangements with the private sector. During 1981-82, the Section arranged 5,422 contract repair calls, 4,848 in-house repair calls, and 3,724 in-house shop repairs. Office Equipment Services continued to emphasize equipment standardization to achieve economies of scale in purchasing machines and to expedite bulk purchasing of maintenance and service contracts. Copier and related equipment requirements were continually evaluated with a view to managing copier placement, replacement, and usage and to reducing total Government copying costs.

Office Equipment Services offers consultative services, such as machine evaluation and selection, as well as removal and re-assignment of surplus rental program equipment. Office Equipment Services also evaluates and makes recommendations to Treasury Board on office machines which should be added to the rental program. Electronic typewriters, with highly advanced features such as automatic centering, carrier return, column layouts, proportional spacing, one-line display, removable storage, and unlimited editing, will be available in the rental program within the near future. In the interim, the Section has developed an information package and questionnaire to assist departments in identifying their equipment needs.

Telecommunication Services

Telecommunication Services is responsible for the administrative management of telecommunications within the Provincial Government. This includes co-ordinating requisitions for the installation, relocation, and removal of telecommunication services, evaluating requirements, providing technical support, maintaining service standards, and managing long-distance telephone facilities.

Telecommunication Services conducts a variety of activities, some of which are: negotiating on behalf of client departments for supply and service requirements with the Manitoba Telephone System and other related telecommunication corporations; monitoring the associated contract commitments; arranging schedules for service dates; and arranging for centralized volume purchasing of toll network services such as W.A.T.S. This Section analyzes and evaluates long-distance facilities to ensure their effectiveness and efficiency and, in turn, recommends how these services may be improved.

Telecommunications staff issued 1,252 supply orders for telephone services in 1981-82. The total W.A.T.S. expenditure was $658,600, a small increase over the previous fiscal year. However, the use of the W.A.T.S. service rather than Direct Distance Dialing resulted in a saving in excess of $191,000. Rental costs for central switchboard services in Government office buildings totalled $326,900.

In 1980-81, Cabinet approved the installation of Centrex telephone services for use by the Manitoba Government in Winnipeg. Telecommunication Services has been extensively involved in developing procedures for implementing this new system. Centrex is a computerized system capable of integrating voice, data, text, and high-speed facsimile within a unified communication operation. When fully

operable, the new system will assist in: reducing the present duplication of separate voice data networks; providing the general public with increased access to Government programs; and improving interdepartmental communication.

Postal Services

Postal Services is responsible for the administration and movement of Government mail and the acquisition of related postal equipment. Postal Services staff are located at 200 Vaughan Street, the central mail facility of the Government, and at other major Government buildings in Winnipeg and throughout the Province. Services involve sorting, weighing, metering, and delivering all Provincial Government incoming and outgoing mail, including over 90 Winnipeg-based offices.

During the 1981-82 fiscal year, Postal Services sorted and distributed 2.3 million pieces of interdepartmental and unmetered mail. The Section received 3.8 million pieces of mail through the Canada Post Corporation, processed this mail for Manitoba Government offices, and metered 7.5 million pieces for dispatch through the Federal system. The total postal expenditure of the Department of Government Services was $1,981,000, a decrease of 14.8% over the previous year.

Other administrative activities of Postal Services include providing consulting services to Government departments concerning mail preparation and handling and ensuring that mail is processed, received, and dispatched according to Government of Canada postal regulations. Postal Services also develops mail guidelines, standards, and procedures, and evaluates mail handling requirements for various Government programs. An emergency plan for interdepartmental postal service was developed in April, 1981, and was successfully implemented during the Canada Post strike later that year. The plan was further refined based on this experience.

Queen's Printer

The Queen's Printer is responsible for managing all printing, preparatory aspects of printing, micrographics, and statutory publications, and for providing stationery and office supplies for Government. The Queen's Printer administers three separate appropriations to operate these programs: (1) the Manitoba Gazette which is published every Saturday, as required by legislation, for 1,500 subscribers; (2) Management and Brokerage which provides executive direction to all Queen's Printer Sections, secures departments' printing needs, and ensures provision of miscellaneous stationery; and (3) Operating which is cost recoverable and includes micrographics, stationery, internal reproduction, preparatory aspects of printing, and statutory publications.

Major outputs realized during 1981-82 included 14,000 stock stationery orders filled, 5,000 miscellaneous non-stock orders filled, 60 million reproduction impressions made, 3,800 printing orders completed, 910,000 feet of microfilm processed, and 10,300 statutory publication subscriptions filled.

During 1981-82, the Reproduction and Preparatory Sections improved the efficiency of their paper cutting operations through the use of a new power paper cutter. The cutter reduced the turnaround time by 30% in the binding operation and was responsible for processing more paper in less time than the former handling operation. The new equipment is electronically programmed with an accurancy factor to a minimum of 1/1,000 of an inch.

The Preparatory Section improved its efficiency by using a direct entry typesetter. The new equipment is able to interface with text-editing word processing equipment and to reduce typesetting time by approximately one-third. The direct entry typesetter has a telephone line communication capacity and can be used in conjunction with two off-line terminals.

In compliance with Section 20 of The Public Printing Act, Appendix "B" contains the Letter of Transmittal, Statement of Account, and Provincial Auditor's Report on the Queen's Printer for 1981-82.

Project Services Division

The Project Services Division provides planning, project management, acquisition, and design expertise in support of the Department's property management services. The Division consists of three Branches — Land Acquisition, Design Services, and Project Management. The accountabilities, accomplishments, and initiatives of each Branch in 1981-82 follow.

Land Acquisition Branch

The Land Acquisition Branch is the central agency responsible for the appraisal and acquisition of real property for all departments and most Government agencies. The Branch is also the agency responsible for disposing of surplus improvements and land. Sub-offices are located in Brandon and Dauphin to process the Western Manitoba workload.

In 1981-82, 1,099 property purchase agreements were negotiated and a small amount of property acquired through expropriation. These agreements involved the purchase of 3,528 acres for $3,168,500. Since its creation in July, 1965, the Branch has acquired 280,599 acres, negotiated 19,447 agreements, and paid out $70,225,000 for land acquisition.

During the year, the Branch negotiated land purchase agreements for highways, water control, and urban development purposes. In particular, it dedicated considerable time to two land acquisition projects: one for the twinning of P.T.H. #75 south of St. Norbert; the other for the Winnipeg Core Area Redevelopment Plan.

Design Services Branch

The Design Services Branch is a multi-disciplinary design agency. It provides in-house professional and technical services for programming, design, construction, and occupancy of new and existing Government-owned or leased accommodation. The Branch is structured into three Sections — Architecture, Engineering, and Interior Design. Because project design requirements are generally multi-disciplinary, the activities of these Sections are highly interrelated and interdependent.

Branch activity is managed and directed on an assigned project basis, the majority in conjunction with the Project Management Branch. During the year, this relationship was modified to permit Design Services to carry out limited long-range planning, while the Field Services Division commenced managing small projects. It is anticipated that this arrangement will become better defined and implemented more extensively in the coming year.

The Branch generally completes smaller design projects, while private consultants traditionally are commissioned to complete larger projects. In 1981-82, Design Services completed 160 multi-disciplinary projects, 46 sign projects, and 161 furniture only projects.

Project cost control was improved by doubling the cost-estimating capability through the addition of an Estimator. Efficiency was also improved with the introduction of word processing and microfilming. In addition, the Branch completed its conversion to the metric system.

Under the co-ordination of the Interior Design Section, the Provincial Art Program was expanded to meet the requests of Boards, Agencies, and Commissions. The continuing objectives of the Program are: (1) to encourage, purchase, and expose the work of Manitoba artists; (2) to develop art production as an integral part in the architecture of new buildings; (3) to select and place fine art in Government buildings; and (4) to maintain an inventory and record of this fine art. Artwork programs commenced with public competitions for the new Manitoba Telephone System Building in Selkirk and the new addition to the Law Courts Building in Winnipeg.

Project Management Branch

There are four Sections in the Project Management Branch, namely: Project Management, Space Planning & Property Acquisition, Project Control, and Contract Administration. The Branch's objectives are threefold:

- to provide general management over projects from their inception to completion to ensure that time, financial, and program constraints are met;
- to ensure the optimum utilization of all Government-owned and leased accommodation; and
- to co-ordinate all project-related activities.

Project Management

Project Management is responsible for planning, organizing, co-ordinating, scheduling, and controlling work activities related to client projects. During 1981-82, the Section managed 263 projects. Of note, Fire and Safety Upgrading programs were generally expanded and continued at the Brandon and Selkirk Mental Health Centres, Manitoba School for Retardates,

School for the Deaf, Seven Oaks Centre for Youth, Headingley Correctional Institution, and Dauphin Court & Correctional Institution.

During 1981-82, the following major projects were either completed or under construction.

- Headingley Correctional Institution — Water Supply System:

  A new water supply system was installed consisting of a water intake from the Assiniboine River pump house, a water treatment plant, an underground storage reservoir, and fire-pump facilities. The new system replaces a well and overhead storage facilities, both of which were inadequate to supply the Institution's needs. Construction commenced in February, 1981, with completion and full operation of the new system in March, 1982.

Contractor:	V.K. Mason Construction Ltd.
Contract Amount:	$1,850,000
Total Project Cost:	$2,205,000.

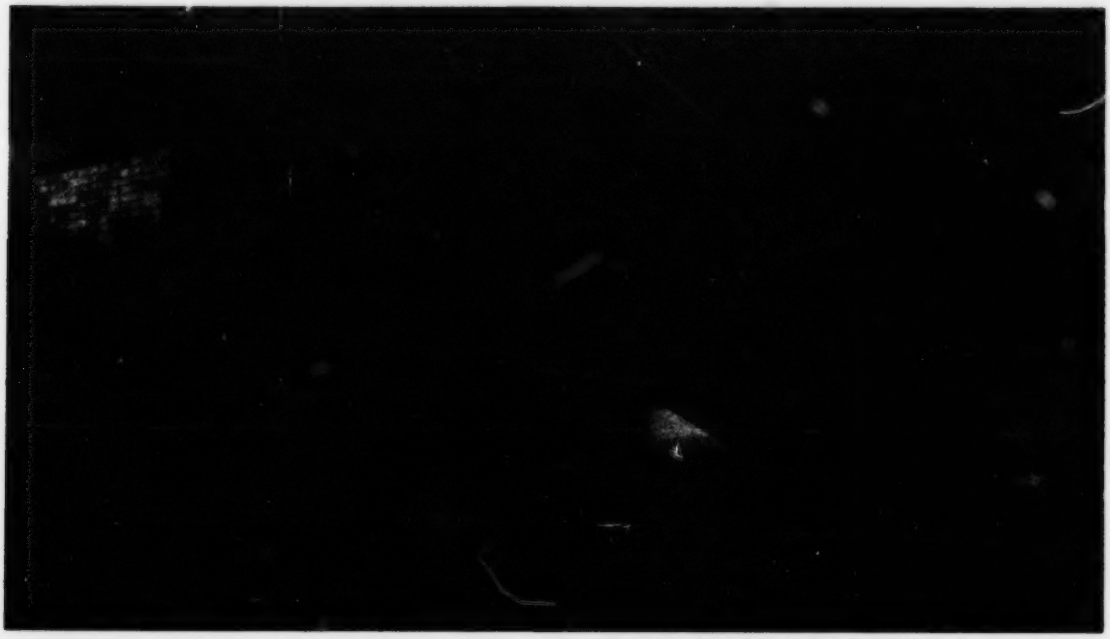
- Thompson Fire College Training Facility:

  The new Fire College Training Facility consists of two buildings: an educational building with classroom areas and storage areas for fire-fighting equipment and a fire truck; and a training building for fire and smoke tests on various materials and for training fire-fighting personnel. Construction commenced in August, 1980 and the Facility was fully operational by July, 1981.

Contractor:	Arc Enterprises 1976 Ltd.
Contract Amount:	$249,641
Total Project Cost:	$285,055.

Figure # 7

The Pas Correctional Institution



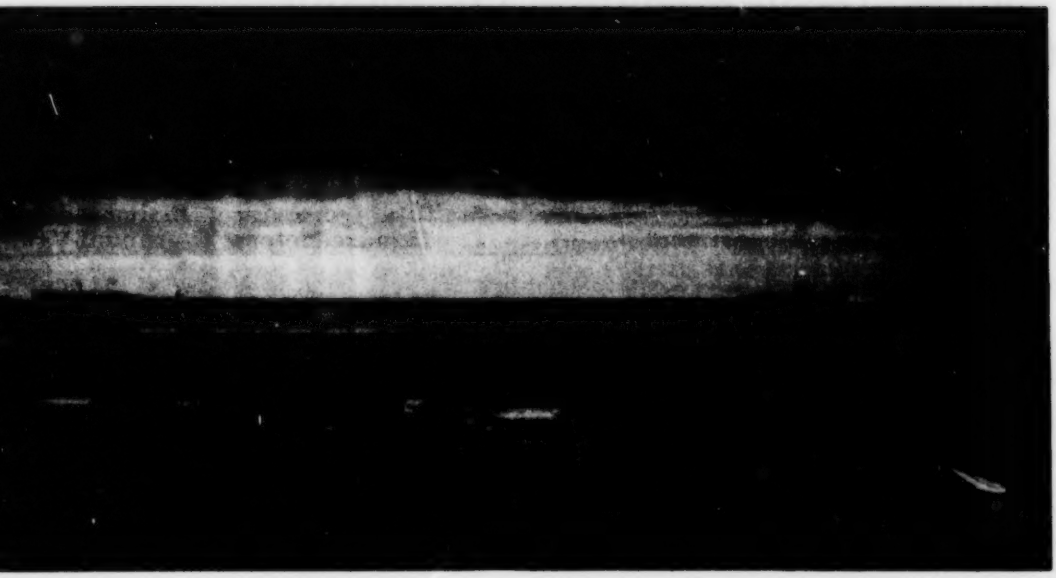
- The Pas Correctional Institution (Figure #7):

  Construction commenced in September, 1979 and The Pas Correctional Institution was fully operational by March, 1982. The new facility provides accommodation for 62 inmates, including a separate section for 6 juveniles, an area for dining and recreation, and an office area for supervisory staff.

Project Managers:	Pro Plan Construction Services Ltd.
Total Project Cost:	$3,900,000 which includes furnishings and management fees.

ıre #8

Assiniboine Community College Addition



Assiniboine Community College Addition (Figure #8):

The addition planned for the Assiniboine Community College in Brandon includes a General Shop Wing with heavy-duty shops, farm mechanics shops, and classrooms, as well as student association offices, a bookstore, a library, an audio-visual centre, staff facilities, and a day care centre. The building design will reduce normal heating demand by 25% due to insulation which meets or exceeds current standards and small windows which greatly reduce heat loss. A heating pump system will store excess heat in a 15,000 gallon water container and will release this heat for later use. Construction commenced on the addition in December, 1980 and is scheduled for completion by September, 1982 at an estimated cost of $7,545,400.

Ebb and Flow — Hillridge School and Teacherages

The new Hillridge School will provide educational facilities from kindergarten to Grade 12. It consists of fourteen classrooms, a gymnasium, a lunch room, and specially equipped rooms for art, home economics, science, and shops. Seven teacherages and a water supply and sewage disposal system are included with these facilities. Construction commenced in September, 1981 and will be completed in early 1983 at a total cost of $4,331,596.

Space Planning & Property Acquisition

Space Planning & Property Acquisition has two staff components — Space Planning and Property Acquisition. Space Planning's services include: defining the immediate and long-term accommodation requirements of client departments; evaluating the functional suitability of existing or proposed premises; allocating space for minimum surplus vacancy; and maintaining an inventory of all leased and owned accommodation. Property Acquisition's services include identifying, negotiating, and documenting new or existing leased properties required by client departments.

During 1981-82, Space Planning developed space requirement programs for 88 projects involving utilization changes. Subsequent leasing activity by Property Acquisition resulted in a net increase of 36,000 square feet over last year's leased space. Over 90 submissions for new or renewed leased space were prepared by the two components on behalf of 16 client departments. During the year, the Department allocated approximately 1.05 million square feet in building rentals and 580,000 square feet in land rentals. Figure #9 provides a departmental breakdown of these figures.

A computer terminal was installed to implement a new Space Inventory System. The System provides for the rapid preparation of management information reports on leased accommodation for both client department and senior Departmental management needs.

Figure #9

Leased Accommodation On Behalf Of Departments

as at March 31, 1982

Occupant Client Department	Total Lease Area (Square Meters)	Estimated Total Annual Value
01 Legislation	136.66 m^2	$ 11,768
03 Agriculture	4,942.51(1)	357,582(1)
04 Attorney-General	4,696.15	388,527
05 Consumer & Corporate Affairs	817.54	90,360
06 Co-operative Development	141.30	5,025
08 Government Services	5,867.82(2)	434,568(2)
09 Community Services & Corrections	21,418.49	1,424,683
10 Economic Development & Tourism	3,433.03	370,985
11 Labour & Manpower	3,610.42	268,685
12 Natural Resources	18,302.64(3)	1,334,266(3)
13 Municipal Affairs	1,362.26	103,136
14 Cultural Affairs & Historical Resources	2,697.36	197,775
15 Highways & Transportation	11,092.03(4)	848,078(4)
16 Education	4,267.27	344,426
17 Civil Service Commission	2,674.43	277,755
19 Northern Affairs, Environment & Workplace Safety & Health	866.36	49,196
20 Urban Affairs	282.89	31,586
21 Health	3,865.57	281,640
23 Energy & Mines	5,424.12	378,689
24 Fitness, Recreation, & Sport	712.04	75,106
27 Government Agencies	393.34	14,238
30 Not Assigned	606.10	51,660
TOTALS —	97,610.33 m^2	$7,339,734

(1) Excludes 882.55 m^2 of land rentals of $3,250 per annum.
(2) Excludes 3,455.88 m^2 of land rentals (N/C).
(3) Excludes 464.50 m^2 of land rentals at $100 per annum.
(4) Excludes 49,154.58 m^2 of land rentals at $33,775 per annum.

Project Control

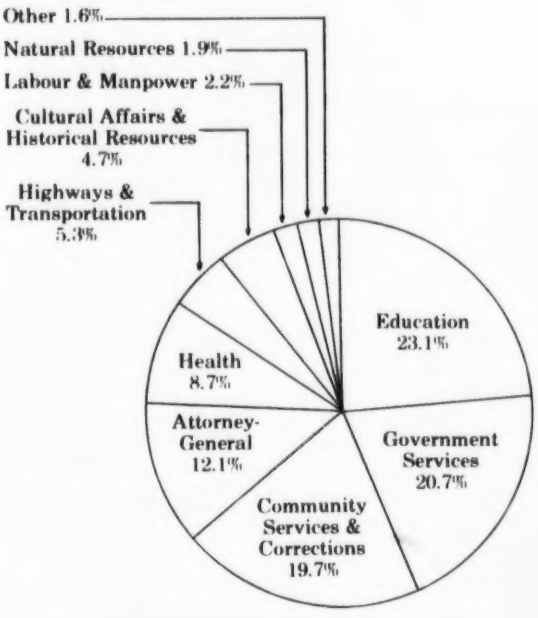
Project Control is responsible for providing and maintaining a project cost and commitment system and for maintaining rental accommodation records. During 1981-82, the Section processed 1,635 Requests For Service. Effective September, 1981, non-project furniture requests were routed directly to Material Distribution Services to reduce delays and improve service. The revised procedure resulted in a 30% decrease in Requests For Service from previous years. Figure #10 depicts acquisition/construction expenditures on behalf of departments during 1981-82 as compiled by Project Control.

Figure #10

Acquisition/ Construction On Behalf Of Departments

for the fiscal year ended March 31, 1982

1981-82
$20.5 Million



Contract Administration

Contract Administration's services include tendering construction work, preparing construction contracts, processing change orders and progress payments, preparing professional and technical service contracts, processing consultant fee payments, and attending to bonding and insurance requirements for the construction program. Figures #11 and #12 depict consultants and contractors used for acquisition/construction projects in 1981-82. Appendices "C" and "D" list projects and short-form contracts tendered during the fiscal year.

Figure #11

Acquisition/ Construction Consultants Fees

for the fiscal year ended March 31, 1982

Name of Firm	Fees ($000)*
Block & Associates Ltd.	$ 2
G.H. Currie & Associates Ltd.	5
Damas & Smith Ltd.	10
M.M. Dillon Ltd.	21
A.F. Eshmade & Associates Ltd.	8
GBR Associates	129
IKOY Partnership	110
Peter Langes & Associates	53
MMP Architects	159
Macdonald Cockburn McFeetors	123
Number 10 Architectural Group	358
Penner & Keeler Partners Ltd.	106
Plotkin & Buchwald	22
Pratt Snider Tomcej	27
Pro-Plan Construction Services Ltd.	30
Reid, Crowther & Partners Ltd.	25
Scouten Mitchell Sigurdson & Associates Ltd.	25
E. Murray Simpson	46
Smith Carter Partners	18
Stechesen Katz	9
Underwood McLellan Ltd.	101
W.L. Wardrop & Associates Ltd.	29
TOTAL —	$1,416

*Excludes reimbursable expenses.

Figure #12

Acquisition/ Construction Payments To Contractors

for the fiscal year ended March 31, 1982

Name of Firm	Payments ($000)*
ABCO Supply & Services Ltd.	$ 21
Aetna Roofing Ltd.	17
Airflow Industries	69
Air Movement & Mechanical Services Ltd.	11
Allan's Products Ltd.	12
Allmar Distributors Ltd.	29
Amalgamated Drywall Systems Ltd.	33
Arc Enterprises 1976 Ltd.	51
Arnason Industries Ltd.	168
Borger Industries Ltd.	139
Brandon Heating and Plumbing (1972) Ltd.	38
Cameo-Redboine (1979) Ltd.	68
Wm. Clark Interiors Ltd.	154
Craftsman Floors (Manitoba) Ltd.	9
Dineen Construction Ltd.	1,918
Duron Western Ltd.	23
Ernie's Electric	19
Ernst Decor Shoppe Ltd.	1
Exel Elevators Ltd.	23
Fabris & Watts Ltd.	3
Fleming Pedlar Ltd.	5
Gateway Construction Co. Ltd.	1
IVC Ltd.	6
Keewatin Electric and Diesels Ltd.	99
Kummen-Shipman Ltd.	698
Peter Leitch Construction Ltd.	46
Mac's Rentals Ltd.	90
Maple Leaf Construction (1978) Ltd.	190
V.K. Mason Construction Ltd.	1,624
Master Planning & Heating Co. Ltd.	137
McCaine Electric (1979) Ltd.	66
Navin Enterprises (1975) Ltd.	2
PCL Construction Ltd.	113
Pasquia Painting & Decorating	8
Rakowski Cartage & Wrecking Ltd.	31
Randall Plumbing & Heating Ltd.	45
Sandor Construction Ltd.	5
Taubensee Construction Co. Ltd.	1,212
Trident Construction Ltd.	4,948
Valour Decorating Ltd.	1
Watson Iron & Wire Ltd.	15
Western Asbestos Ltd.	75
Western Cabinets & Interiors Ltd.	79
Western Elevators & Motor Co. Ltd.	16
Westland Construction Ltd.	17
Zenith Paving Ltd.	79
TOTAL —	$12,413

*The list includes only contracts and payments as reported by the Contract Administration Section of the Project Management Branch. Other payments, such as from short-form contracts and those relative to Construction Orders, are excluded.

Field Services Division

The Field Service Division provides construction, technical, maintenance, and operations functions pertaining to the Department's property management services. The Division consists of five Branches – Physical Plant, Energy Management & Technical Services, Support Services, Construction Services, and Gimli Industrial Park. The accountabilities, accomplishments, and initiatives of each Branch in 1981-82 follow.

Physical Plant Branch

The Physical Plant Branch is responsible for operating and maintaining Government-owned and leased properties. This service is provided by staff located in four Districts. As of March 31, 1982, a total of 485 staff assisted by private contractors serviced approximately 7 million square feet of office and institutional space.

Physical Plant highlights during 1981-82 included:

- implementation of numerous building energy conservation programs recommended by the Energy Management & Technical Services Branch;
- trial application of "day cleaning" to decrease building operating hours and to improve the liaison between clients and cleaning staff;
- expanded development of the Building Manager Education/Information Program;
- decentralization of operational management, resulting in the delegation of increased responsibility to District Superintendents; and
- preliminary implementation of a Workplace Health & Safety Program, particularly in major institutions and office facilities.

Energy Management & Technical Services Branch

The Energy Management & Technical Services Branch provides professional and technical advice to Physical Plant operations. More specifically, the Branch supplies District Superintendents, Zone Managers, and Building Managers with technical assistance on operational and energy conservation techniques relative to Government buildings. In addition, the Life Safety & Training Officer is responsible for fire alarm upgrading and related training programs.

In December, 1980, the Department embarked upon an aggressive energy management program aimed at substantially reducing energy consumption. In 1979-80 Government buildings consumed approximately 1.1 billion megajoules of energy. The Department achieved its objective of reducing this amount by 20% for March 31, 1982, resulting in an estimated cost-avoidance of $1 million.

The Branch with the co-operation of Building Managers and the concurrence of the Manitoba Government Employees Association, introduced several technical measures to reduce utility and fuel consumption. These measures included:

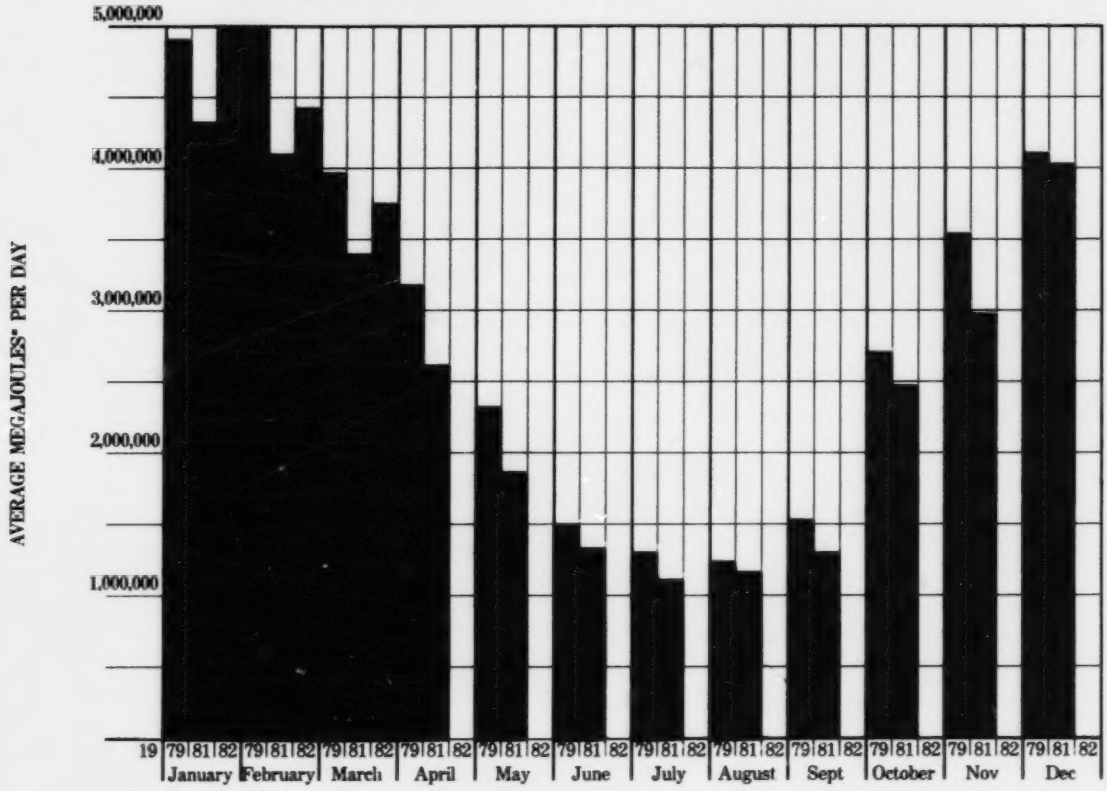
- limiting building temperature to 18-21°C during the winter months and 25-29°C during the summer season;
- reducing building domestic hot water temperature to 38°C;
- reducing lighting levels and using higher intensity task lighting where required;
- reducing exhaust air, thereby minimizing energy expended in the conditioning of make-up air;
- modifying janitorial schedules to allow day cleaning, thus reducing the amount of time that lighting and ventilation are required;
- cycling parking lot plug receptacles during the cold periods of the year when they are energized.

Figure #13 depicts the reduction of energy consumption during the past few years.

Figure # 13

Energy Consumption Chart

(Includes 49 Government-owned Buildings)
For The Fiscal Year Ended March 31, 1982
With Comparative Figures For The Previous Two Calendar Years



*MEGAJOULE
— a unit of energy encompassing all forms of energy consumed, including gas, oil, electricity etc.

Support Services Branch

The Support Services Branch provides centralized support services to all Field Services Branches. The Branch consists of four Sections — Administrative Co-ordination, Security & Parking Services, Employee Housing, and Contract Services.

Administrative Co-ordination

Administrative Co-ordination, located within the headquarters area of Field Services, provides secretarial and clerical services to management and headquarters-based programs. The Section also co-ordinates budgeting, estimating, financial reporting, personnel administration, and policy activities for field operations. A requirements study of an automated accounting system was initiated by the Section to improve the accuracy and timing of financial reporting in the Division. The selection, purchase, and implementation of the system is anticipated in 1982-83.

Security & Parking Services

Security & Parking Services provides security and protection for all Government properties, together with assignment and enforcement for all major parking facilities. A Cabinet Directive, dated January 30, 1982, authorized the Department to replace private security arrangements with Government-hired security personnel. The preliminary work for this change was completed by March 31, 1982. Consequently, several private security contracts will be replaced in 1982-83.

The demand on available parking facilities in the Legislative Core area remains high and will increase with the commencement of construction on the new Provincial Judges Court in 1982-83. This will be partially offset by the addition of 30 parking stalls made available by the demolition of an apartment block on Vaughan Street immediately north of the Norquay Building.

Security and Parking operates a Tour Guide Program in the Legislative Building using student Tour Guides from May to September. Security personnel provide this service for the balance of the year. The service has been well accepted by the general public and is now listed in all travel brochures circulated by the Department of Economic Development & Tourism. In 1981-82, 100,764 visitors were escorted through the Building, up 25% over the previous year.

Employee Housing

The Employee Housing Program provides for the management and maintenance of Government staff housing. The Program presently operates and maintains 131 units in 47 communities. During 1981-82, seven housing units were deleted in larger urban centres where accommodation was available from the private sector. Four units were added to the Program in support of Government programs in areas where housing was not readily available. Preventive and minor maintenance was carried out on approximately 90% of the units and major upgrading on 22 units.

Contract Services

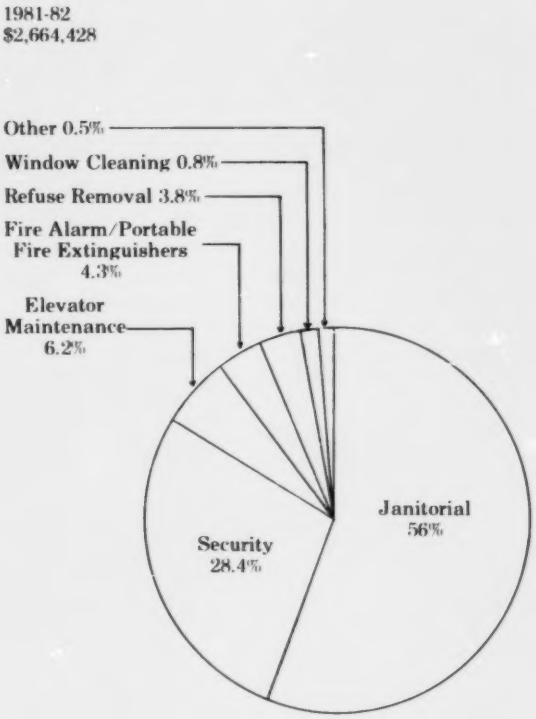
Contract Services is responsible for: preparing contract documents and specifications; public tendering, analysis, and implementation; and regularly reviewing all maintenance service contracts. Services provided by private contractors to Government-owned and leased buildings include janitorial duty, elevator maintenance, refuse removal, window cleaning, pest control, air refrigeration, equipment maintenance, catering, and maintenance of fire alarm systems and extinguishers. In 1981-82, new contract documentation was planned or prepared for elevator maintenance service, refuse removal, and kitchen extinguishing systems, all to commence in the forthcoming fiscal year. Appendix "E" lists all service contracts tendered during 1981-82.

In 1981-82, the total expenditure for contract services was $2,664,428. This figure includes $227,506 for janitorial services at 56 leased locations. A breakdown by type of contract is shown in Figure #14.

Figure #14

Service Contract Expenditures

for the fiscal year ended March 31, 1982



Construction Services Branch (Workshop)

The Construction Services Branch provides construction, maintenance, renovation, millwork, electrical work, painting, furniture repair, and locksmith services for Government-owned and leased space and employee housing. The Branch acts as general contractor in renovation, maintenance, and alteration work at locations where general contractors are not available, where the scope of work cannot be accurately detailed, or where it is of an emergency nature. Where possible, sub-trade work is contracted to local contractors and local labour is employed. On average, 50% of each work project is contracted out to sub-trades. During the fiscal year, 657 project approvals and 1,150 work orders with 635 chargebacks were completed.

Gimli Industrial Park

Responsibility for the 1,522 acre Gimli Industrial Park was assumed by the Manitoba Government in September, 1971 and assigned to the Department of Government Services in 1975. The Department is currently responsible for maintaining and operating this multi-purpose facility, including 85 buildings, 194 housing units in adjoining Aspen Park, a 6,800 foot serviceable runway, automobile race track, wells, water treatment plant, watermains, sewage treatment plant, two heating plants, and an underground steam distribution system. As of March 31, 1982, 50% of the housing units were occupied.

The Gimli Industrial Park Authority, comprised of the Executive Director of Field Services, Park Manager, and a representative of the Department of Economic Development & Tourism, advise the Minister on various aspects of the Park's operation. An Advisory Committee, made up of local business people, advise the Manager on matters affecting the local community. A list of Park tenants as of March 31, 1982 is contained in Appendix "F".

Appendices

APPENDIX "A" — Land Value Appraisal Commission Annual Report

APPENDIX "B" — Queen's Printer Annual Report

APPENDIX "C" — Projects Tendered

APPENDIX "D" — Short-Form Contracts Tendered

APPENDIX "E" — Service Contracts Tendered

APPENDIX "F" — Gimli Industrial Park Tenants

LAND VALUE APPRAISAL COMMISSION
10th FLOOR, WOODSWORTH BUILDING
405 Broadway
Winnipeg, Manitoba R3C 3L6

APPENDIX "A"

June 30, 1982

Honourable Samuel Uskiw
Minister of Government Services
Room 141 Legislative Building
Winnipeg, Manitoba R3C 0V8

Mr. Minister:

On behalf of the Commission, I am pleased to submit to you the report of the Land Value Appraisal Commission for the year ended March 31, 1982.

Public Hearings were held weekly in the Board Room, 10th Floor, Woodsworth Building, 405 Broadway, Winnipeg. Out-of-town Public Hearings were held at a time or place requested by the owner or the acquiring authority. In addition, the Commission met to inspect property, deliberate on evidence given at Public Hearings, and make decisions. The following is a summary for the period April 1, 1981 to March 31, 1982:

	Hearings & Meetings	Properties
Winnipeg	93	246
Carman	1	1
Dauphin	2	6
Erickson	1	2
McCreary	1	4
Morden	3	5
Oak Lake	1	3
Portage la Prairie	1	1
Vita	1	1
	104	269

The Commission held Public Hearings in connection with land acquired by the Land Acquisition Branch for the Departments of Highways & Transportation, Government Services, Natural Resources, Urban Affairs, Northern Affairs, and Economic Development & Tourism, and in connection with land acquired by the Manitoba Housing & Renewal Corporation, Manitoba Public Insurance Corporation, Manitoba Hydro, and the City of Winnipeg.

There were 132 owners present at Public Hearings and 92 owners were represented by counsel. A total of 269 properties were considered and 260 certificates of compensation issued. There were 1 Manitoba Hydro, 1 Economic Development & Tourism, 1 Department of Highways & Transportation, and 9 City of Winnipeg expropriation cases which required more than one sitting to hear all the evidence presented.

The Director of the Land Acquisition Branch is empowered to accept agreements on which settlements of less than $5,000.00 are reached with the owners. The Commission briefly reviewed these files each week in order to keep fully informed of all acquisitions. There were a total of 990 properties covered in this category.

It is frequently difficult to reconcile differences between the acquiring authority and the owner. The Commission has endeavoured to render fair judgements of value in these cases. Any doubt is usually resolved in favour of the property owner.

The Commission appreciates the cordial relationship which exists with Mr. deZeeuw and the staff of the land Acquisition Branch. Mr. Krutish and his staff have discharged their duties efficiently.

My colleagues, Vice-Chairman R. Cassels, Messrs. G. Henderson and J. Krutish, and Ms. H. Unruh, have been conscientious and co-operative in their duties as members of the Commission.

All of which is respectfully submitted,

Cameron Harvey

Cameron Harvey
Chairman

APPENDIX "B"

MANITOBA

DEPARTMENT OF GOVERNMENT SERVICES
Office of the Queen's Printer
200 Vaughan Street
Winnipeg, Manitoba
R3C 0V8

December 2, 1982

The Honourable John S. Plohman
Minister of Government Services
Room 141 Legislative Building
Winnipeg, Manitoba
R3C 0V8

Dear Mr. Minister:

I hereby submit for your approval the 1981-82 Annual Report of the Office of the Queen's Printer.

Respectfully submitted,

Bruce M. Hudson

Bruce M. Hudson
Queen's Printer

APPENDIX "B"

MANITOBA

DEPARTMENT OF GOVERNMENT SERVICES

Office of the Provincial Auditor
Legislative Building
Winnipeg, Manitoba
R3C 0V8

November 17, 1982

Honourable John S. Plohman
Minister of Government Services
Room 141 Legislative Building

Dear Sir:

RE: **OFFICE OF THE QUEEN'S PRINTER**

In accordance with the requirements of Subsection 3 of Section 12 of The Provincial Auditor's Act, I report that we have conducted an audit of the above-mentioned Office for the year ended March 31, 1982.

Enclosed herewith is a Statement of Operations and Reconciliation with Appropriation VIII 3 (k) for the year ended March 31, 1982.

Yours very truly,

W.K. Ziprick, C.A.
Provincial Auditor.

OFFICE OF THE QUEEN'S PRINTER

STATEMENT OF OPERATIONS AND RECONCILIATION WITH APPROPRIATION VIII 3 (K)

for the fiscal year ended March 31, 1982

With Comparative Figures For The Previous Fiscal Year, Appropriation V 4 (f)

	1981-82	1980-81
Sales (NOTE 1)	$3,615,982	$3,177,349
Cost of Sales: (NOTE 1)		
Inventory at start of fiscal year	471,468	597,723
Purchases	2,138,846	1,751,471
	2,610,314	2,349,194
Inventory at end of fiscal year	392,908	471,468
Cost of sales	2,217,406	1,877,726
Gross margin on sales	1,398,576	1,299,623
Operating expenses: (NOTE 2)		
Salaries	1,009,624	866,030
Supplies and general expenses	317,269	306,015
Capital expenditures	85,811	114,196
	$1,412,704	$1,286,241
Net recovery, (under) over (NOTE 1)	(14,128)	13,382
Adjustments to reconcile with appropriation: (NOTE 1)		
Decrease in inventory	78,560	126,255
Cash sales	(204,504)	—
Accounts receivable	(29,506)	(34,036)
Net (debit) credit balance remaining in appropriation	$(169,578)	$ 105,601

NOTES:

1. The Queen's Printer maintains its records on an accrual basis in order to provide proper matching of revenues against costs. As a result certain items have been included in the calculation of net recovery but are not reflected in the appropriation:

   a) sales includes cash sales to non-Government customers which were deposited as consolidated revenues (previously, these sales were deposited as appropriation recoveries) and also includes accounts receivable which are not collected until the subsequent fiscal period.

   b) cost of sales reflect the value of change in opening and closing inventories.
   These items have been included to allow a proper measurement of the net effect of pricing policies each year but have also been extracted to reconcile back to the appropriation.

2. Operating expenses represents that portion of the Department's expenses allocated directly to the appropriation and does not include Management and Brokerage expenditures.

Projects Tendered

for the fiscal year ended March 31, 1982
*Indicates Award of Contract

Brandon Mental Health Centre — Parkland Building — Electrical Upgrading

Keewatin Electric (Withdrew Bid)	$ 344,400.00
*Kummen Shipman	388,980.00
State Electric	404,913.00
Comstock International	416,396.00
Edison Electric	529,471.00

Red River Community College — Standby Power

*Kummen Shipman	240,950.00
Keewatin Electric	254,000.00
McCain Electric	258,500.00
State Electric	262,173.00
Comstock International	267,509.00
Kostick Electric	279,820.00

Hillridge Complex, School, and Teacherages (Ebb and Flow)

Gateway Construction	3,175,000.00
Wm. Dyck & Sons (1978)	3,275,000.00
*Taubensee Construction (Low Bid after Subsequent Negotiations) (1)	3,292,514.00
Arc Enterprises	3,357,194.00
Wm. Construction (1972)	3,390,000.00
Crystal Builders	3,469,185.00
Kraft Construction	3,525,000.00

Hillridge School (Ebb and Flow) — Outside Services

*Arnason Industries	307,648.25
Roman Equipment Services (1973)	324,377.80
Bison Construction	343,950.00
Mac's Rentals	353,787.50

Manitoba School for Retardates (Portage la Prairie)
Electrical Upgrading

*Keewatin Electric	83,405.00
Edison Electric	85,555.00
Kostick Electric	93,760.00
McCaine Electric	93,800.00
Comstock International	122,511.00

Brandon Mental Health Centre — Water Supply System

*Mac's Rentals	$ 99,160.00
C & C Construction	116,031.85
Dominion Construction	116,032.00
Nelson River Construction	119,779.00
Red River Construction	141,670.87

Brandon Courthouse — Air Conditioning

*Camco Redboine (1979) Ltd.	119,000.00
Ben Wiebe Construction Ltd.	128,859.79
Fleming Pedlar Ltd.	129,888.00
Cornell Bros. (1971) Ltd.	133,600.00

(1) Gateway Construction withdrew its bid. The price was over-budget and revisions were made to the work to reduce its price. The next two lowest bidders were invited to submit new bids and did so with the lower being submitted by Taubensee Construction.

Selkirk Mental Health Centre — Upgraded Electrical System

*McCain Electric	$ 189,400.00
Comstock International	198,657.00
Kummen Shipman	199,190.00
Flanders Installations	199,769.00
Kostick Electric	209,720.00
State Electric	210,465.00

Brandon Mental Health Centre — Demolition Norwood Gardens

*Rakowski Cartage & Wrecking Ltd.	43,913.00
Paragon Industries Ltd.	81,700.00
E.F. Moon Construction	98,900.00
Mac's Rentals Ltd.	99,500.00
Wm. E. Klassen Ltd.	101,927.00
Tyndall Development Corporation Ltd.	123,021.00
Burton Construction Co. Ltd.	124,145.00
C & C Construction	194,270.00

Red River Community - College Building "A" — Ventilation Alterations

*Power Ventilation Canada Ltd.	265,476.00
Air Flow Industries	268,721.00
I.V.C. Ltd.	271,970.00
Basar Heating & Air Conditioning	274,512.00

Short Form Contracts Tendered

($10,000 and Over)
for the fiscal year ended March 31, 1982
*Indicates Award of Contract

Winnipeg	R.R.C.C. – Dust Collector Modification	
	*Tatra Iron	$ 14,680.00
	Dominion Bridge	24,604.00
Brandon	A.C.C. – Mechanical Systems Balancing	
	*Air Movement	26,300.00
	DFC Mechanical	28,750.00
Winnipeg	Manitoba Archives Building – Elevator Equipment	
	*Otis Elevator	14,235.00
Winnipeg	Manitoba Archives Building – Mechanical	
	*I.V.C. Ltd.	10,639.00
	Air Flow Industries	11,115.00
	Camco-Redboine	12,715.00
Winnipeg	Manitoba Archives Building – Lab Furniture	
	*Can Lab	16,445.73
Selkirk	Training Plant – Dust Collector System	
	*Air Flow Industries	30,575.00
	I.V.C. Ltd.	31,984.00
	Camco-Redboine	36,480.00
Cross Lake & Gillam	Repairs to Employee Housing Units	
	*Brad's Mobile Home Service	10,586.00
	Belco Building & Decorating	18,515.00
	Ridge Construction	22,273.00
	Landers Construction	24,958.00
Riverton	Two New Employee Housing Units	
	*Medwid Enterprises	79,902.00
	Ridge Construction	90,384.00
	T.D. Building Products	99,790.00
	Bestview Builders	115,976.00
	Durite Construction	118,360.00
Winnipeg	Law Courts Building Sky Light Replacement	
	*Furby Sales	49,700.00
	Loyal Construction	54,175.00
Brandon	B.M.H.C. – Parkland Building – Ceramic Tile	
	*Jansen Tile	11,185.00
	Fabris and Watts	12,701.00
	Scaletta Marble & Tile	14,750.00
Winnipeg	10 Midland Street – Ventilation Alterations	
	*Camco Redboine	10,180.00
	I.V.C. Ltd.	10,449.00
	Fleming Pedlar	11,922.00
Winnipeg	Legislative Building – Rooms. 28, 30, and 32 – Ventilation Controls and Insulation	
	*Camco Redboine	13,390.00
	I.V.C. Ltd.	13,568.00
	Air Flow Industries	16,502.00

Winnipeg Selkirk & Brandon	Legislative Building, S.M.H.C., and B.M.H.C. Tree Root Flare Injections (Dutch Elm Disease)	
	*Sava-Tree	$ 14,437.50
	Poulins	17,810.50
	Kildonan Tree Service	21,250.00
Winnipeg	Seven Oaks Youth Centre — Boiler Conversion to Natural Gas	
	Mikkelson Coward (Bid Withdrawn — Error in Tender)	10,285.00
	*Abco Supply and Service	10,861.00
	Amos Plumbing & Heating	11,000.00
	Randall Plumbing & Heating	11,200.00
Portage la Prairie	Manitoba School for Retardates — Eastgrove Building — Masonry Repairs	
	*Kornooski & Keller	22,070.00
	Heymanns Masonry	24,957.00
	Edison Masonry	48,900.00
Winnipeg	R.R.C.C. - Building "B" — Exterior Door Replacement	
	*Pilkington Glass Centre	10,210.00
Brandon	B.M.H.C. - Parkland Building — Plumbing, Heating, and Ventilation	
	*Campbells Plumbing & Heating	32,000.00
Lynn Lake & Leaf Rapids	Repairs to Employee Housing Units	
	*Brad's Mobile Home Service	11,395.00
	Ridge Construction	13,138.30
	Belco Building & Decorating	18,170.00
	P. Klowak	18,383.00
	Landers Construction	18,620.00
Winnipeg	Robert Fletcher Building — Renovations to Studio & Work Areas	
	*Advance Acoustics	29,600.00
	D. Phillips Acoustics	29,997.00
Winnipeg	Norquay Building, - 2nd and 4th Floors — Ceiling and Lighting Renovations	
	*D. Phillips Acoustics	47,946.00
	Western Asbestos	63,845.00
	Wm. Clark Interiors	64,067.00
Winnipeg	R.R.C.C. — Renewal of Water Service	
	*Cambrian Excavators	18,420.00
	Parkdale Construction	21,260.00
	Dominion Construction	21,890.00
Winnipeg	171 Vaughan Street — Demolition	
	*Londero's Wrecking	11,250.00
Winnipeg	171 Vaughan Street — Site Development	
	*Borger Industries	17,885.00
Winnipeg	R.R.C.C. - Building "G" — Roof Replacement	
	*Midway Sales	94,994.00
	Master Roofing	104,384.00
	Oakwood Roofing	107,569.00
	Flynn & Associates	108,300.00
	M.J. Roofing	112,325.00
Selkirk	S.M.H.C. — Boiler Deaerator Replacement	
	*Randall Plumbing & Heating	52,600.00

Winnipeg	R.R.C.C. — Parking & Fire Road Upgrading	
	*Maple Leaf Construction	$ 195,035.00
	Borger Industries	313,000.00
Brandon	A.C.C. — Parking Area Extension	
	*Zenith Paving	89,400.60
Winnipeg	R.R.C.C. — Addition of Chemical Storage Room	
	*Camco Redboine	11,578.00
	I.V.C. Ltd.	11,961.00
	Air Flow Industries	15,124.00
Headingley	H.C.I. — Roof Repairs	
	*M.J. Roofing	21,976.00
	Midway Sales	23,580.00
	Oakwood Roofing	24,427.00
Winnipeg	Norquay Building — Roof Repairs	
	*Oakwood Roofing	13,801.00
	Midway Sales	14,154.00
	M.J. Roofing	19,873.00
	Transcona Roofing	23,030.00
Dauphin	Provincial Office Building — Renovations	
	*T & R Construction	10,122.00
Winnipeg	Old C.P.G. — Renovations for Welder Testing	
	*I.V.C. Ltd.	11,456.00
	Air Flow Industries	12,492.00
	Camco-Redboine	12,621.00
Thompson	Provincial Office Building — Demand Limit Control	
	*Patent Electric	14,247.00
	Norman Electric	15,800.00
	Northwest Electric	25,575.00
	K.N.C. Electric	32,374.00
Winnipeg	189 Evanson Street — Parking Area Extension	
	*Borger Industries	31,400.00
	Bird Construction	32,703.00
	Maple Leaf Construction	33,106.00
	Tyndall Development	38,861.00
Winnipeg	155 Carlton Street — Painting 5th, 6th, & 7th Floors	
	*Security Painting	13,412.00
	Carlson Painting	16,982.00
	Brothan Painting	17,169.00
	NuWest Painting	17,488.00
	Valour Painting	17,842.00
	Globe Painting	17,928.00
Winnipeg	Government Greenhouse — Upgrade Electrical Services	
	*McCain Electric	13,900.00
	Park Electric	13,987.00
	Keewatin Electric	16,995.00
Winnipeg	1075 Portage — Finishing Hardware	
	*Waco	24,087.00
	Winnipeg Paint and Glass	25,000.00
	Steldor	25,797.00
Winnipeg	1075 Portage — Hollow Metal Doors & Frames	
	*Steldor	14,248.00
	Waco	19,898.00
	Allman	21,310.00

Winnipeg	1075 Portage — Wheelchair Lift	
	*Exel Elevators	$ 31,894.00
Winnipeg	1075 Portage — Mechanical	
	*Air Flow Industries	276,004.00
	Basar Heating	298,000.00
	Diamond Metal Industries	317,867.00
Winnipeg	1075 Portage — Air Conditioning	
	*Fleming Pedlar	28,580.00
	Basar Heating	36,500.00
Winnipeg	1075 Portage — Air Balancing	
	*DFC Mechanical	10,750.00
	Air Movement	13,200.00
Winnipeg	1075 Portage — Painting	
	Taylor Painting (Bid Withdrawn - Error in Tender)	30,500.00
	*Valour Painting	35,890.00
	Security Painting	36,853.00
	Carlson Painting	39,845.00
	Nu-West Painting	39,992.00
	Brothan Painting	55,583.00
Winnipeg	1075 Portage — Integrated Ceiling	
	*Wm. Clark Interior	198,353.00
	D. Phillips Acoustics	234,573.00
	Western Asbestos	249,498.00
	Advance Acoustics	307,527.00
	Ivory Plastering	319,612.00
Winnipeg	1075 Portage — Carpet	
	*Western Asbestos	48,627.00
	Bill Knight Flooring	51,300.00
Boissevain	Land Titles Building — Mechanical	
	*Brandon Plumbing & Heating	40,895.00
	Camco Redboine	49,870.00
	Cornell Bros.	58,150.00
Brandon	B.M.H.C. — Exterior Signs	
	*Marv-Eon Signs	37,783.20
	Duchon Neon	40,226.26
	Claude Neon	45,302.00
Portage la Prairie	Agassiz Youth Centre — Hockey Rink Lighting	
	*Kostick Electric	16,182.00
	Plain City Electric	17,600.00
	Flanders Installations	18,378.00
	McCaine Electric	19,200.00
	Kummen Shipman	29,790.00
Winnipeg	Norquay Building -10th Floor — Carpet	
	*Western Asbestors	42,857.00
	Bill Knight Flooring	44,600.00
	Century Flooring	50,980.00
Grand Rapids & Ashern	Trailer Relocation	
	*Brad's Mobile Home Service	13,679.00
Winnipeg	R.R.C.C. — Chemical Lab Furniture	
	*Warren & Matheson	17,640.00
Winnipeg	R.R.C.C. — Chemical Lab Ventilation	
	*I.V.C. Ltd.	21,759.00
	Camco Redboine	26,980.00
	Air Flow Industries	27,273.00

Winnipeg	Woodsworth Building — CNIB Tuck Shop	
	*Andy's Millwork	$ 10,322.00
	Display Fixtures	11,779.00
	J. Hoplock Renovations	16,482.00
Winnipeg	Westrow Industrial Mall — Renovations	
	*Kildare Construction	16,217.00
	Anders Construction	19,463.00
Brandon	A.C.C. — Millwork for Academic Wing	
	*Roblin Millwork	31,451.53
	Imperial Cabinet	34,660.00
	Zircon Millwork	35,718.00
	Shop 1	42,706.00
	Universal Woodwork	47,000.00
	Schmidtke Millwork	48,896.00
	River Valley	53,908.00
Dauphin River	Fish Hatchery — Convert to 30 Service and Electric Heat	
	*Ashern Electric	16,985.00
	McCaine Electric	23,900.00
	Kostick Electric	25,860.00
	Nova Electric	26,456.00
	Keewatin Electric	28,356.00
	Park Electric	28,527.00

Service Contracts Tendered

for the fiscal year ended March 31, 1982
*Indicates Award of Contract

SERVICE	LOCATION	COMPANY OR PROPRIETOR	CONTRACT AMOUNT
Air Refridgeration (3-year Contracts)	Central Power House	*Carrier Canada Ltd.	$ 3,715.00/yr.
		Black & McDonald	4,625.00/yr.
	1181 Portage Avenue	*Carrier Canada Ltd.	1,732.00/yr.
		Black & McDonald	1,983.00/yr.
	Provincial Building, Portage la Prairie	*Carrier Canada Ltd.	1,775.00/yr.
		Black & McDonald	2,648.00/yr.
		Trane	6,130.00/yr.
	Provincial Building, Brandon	*Carrier Canada Ltd.	2,177.00/yr.
		Black & McDonald	2,838.00/yr.
		Trane	11,720.00/yr.
	Assiniboine Community College, Brandon	*Carrier Canada Ltd.	1,452.00/yr.
		Black & McDonald	2,513.00/yr.
	Provincial Building, Dauphin	*Carrier Canada Ltd.	1,694.00/yr.
		Black & McDonald	2,726.00/yr.
		Trane	9,510.00/yr.
	Provincial Building, Swan River	*Carrier Canada Ltd.	965.00/yr.
		Black & McDonald	1,730.00/yr.
Custodial (6-Month Contract)	Memorial Park Washroom	*Bee Clean	11,040.00
		Oxford Building Cleaners	11,052.00
		A.M. Janitorial	11,745.00
		Arlington Building Cleaners	13,194.00
		B & O Cleaners	13,500.00
		McMillan Janitorial	16,800.00
Janitorial (2-Year Contracts)	Fort Osborne Complex, Building #2	*Deep Janitorial Services	17,496.00
		A.M. Janitorial	21,168.00
		Accurate Carpet Care	21,600.00
		Arlington Building Cleaners	22,086.00
		Bee Clean	28,830.48
	Fort Osborne Complex, Building #19	*Deep Janitorial Services	8,184.00
		A.M. Janitorial	9,450.00
		Arlington Building Cleaners	17,208.00
		Bee Clean	17,932.80
		B & O Cleaners	72,758.40
	Red River Community College, Buildings A & B	*Oxford Building Cleaners	238,368.00
		Bee Clean	258,710.88
		Modern Building Cleaning	299,016.00
		PML Maintenance	404,160.00
	Keewatin Community College, The Pas, Contract #1	*Art's Building Maintenance	57,275.04
	Keewatin Community College, The Pas, Contract #2	*Art's Building Maintenance	27,595.20

	Fort Osborne Complex, Building #3	*Busy Brooms	$ 14,400.00
		PML Maintenance	16,776.00
		Bee Clean	17,760.00
		Lucy's Cleaning	22,200.00
	Fort Osborne Complex, Buildings #14 & 15	*Lucy's Cleaning	14,400.00
		Bee Clean	15,600.00
		PML Maintenance	18,432.00
	Fort Osborne Complex, Building #21	*Busy Broom	5,856.00
		Lucy's Cleaning	7,440.00
		Bee Clean	8,400.00
		PML Maintenance	9,960.00
	Provincial Courts Building, Winnipeg	A.M. Janitorial	18,000.00
		*Schroeder Enterprises (this bid included more staff hours than lowest bid)	24,000.00
		Arlington Building Cleaners	24,996.00
		Bee Clean	25,310.00
		PML Maintenance	34,512.00
	Courthouse, The Pas	*Art's Building Maintenance	42,012.00
Fire Alarm Systems (5-Year Contracts)	Woodsworth Building, Provincial Building, Portage la Prairie Provincial Building, Dauphin Provincial Building, Thompson Headingley Correctional Institute	*Pace Safety Systems	41,094.00
		Edwards	60,085.00
		Johnson Controls	97,468.00
Security (2-Year Contracts)	Agricultural Services Centre, Winnipeg	*Barnes Security	4.34/hr.
		Metropol Security	4.46/hr.
		Trojan Security	4.79/hr.
		Seaforth Investigation	5.00/hr.
		National Patrol	5.26/hr.
		Pestrak Security Service	5.50/hr.
	Provincial Environment Laboratory, Winnipeg	*Barnes Security	4.36/hr.
		Seaforth Investigation	4.44/hr.
		Metropol Security	4.46/hr.
		Trojan Security	4.79/hr.
		National Patrol	5.33/hr.
		Pestrak Security Service	5.50/hr.
	Red River Community College, Winnipeg	*Seaforth Investigation	4.44/hr.
		Metropol Security	5.13/hr.
		Barnes Security	5.12/hr.
		Sentinel Security	5.14/hr.
		Trojan Security	5.40/hr.
		National Patrol	5.96/hr.
		Pestrak Security	5.50/hr.
		Corp of Commissionaires	6.68/hr.
	Keewatin Community College, The Pas	*Metropol Security	5.80/hr.
		Northern Prine Enterprises	6.40/hr.
		Barnes Security	6.59/hr.
		Seaforth Investigation	6.69/hr.
		National Patrol	7.75/hr.
		Trojan Security	8.25/hr.

Gimli Industrial Park Tenants

as at March 31, 1982

TENANT	NATURE OF INDUSTRY
Agromania Corporation	Production of fish food
Air Atonabee Ltd.	Storage only
Mr. R. Bailey	Storage only
CN Rail Transportation Training Centre	Training school for dispatchers and engineers
Department of Consumer & Corporate Affairs	Storage only
Department of Natural Resources	Interlake office for Natural Resources
Faroex Ltd.	Production of fibreglas rails
Gimli Boat Works	Production of aluminum boats
Gimli Childrens Centre	Day care for pre-school aged children
Gimli Country Club	9 hole golf course
Gimli Motors (1976) Ltd.	Storage only
Gimli Motorsport Park	Motor vehicle race track
Gimli Small Engine Repair	Engine repairs
Gimli Upholstering	Furniture upholstering and redesign
Halls Appliances	Storage only
Interlake Aviation	Aircraft sales and flying instruction
Interlake Work Activity Project	Human vocational development
Interlake Recreational Committee	Operator of the recreational centre complex
Lake Agassiz Marine	Boat and motor sales
Lake Winnipeg Boat Works	Production of wooden and fibreglas boats
Mid Canada Para Sports	Parachute Club
National Research Council	Stratospheric studies using balloons
Ontario Central Airlines	Aircraft overhaul and charter service
Red River Extension Courses	Student training
The Original Wooden Works	Custom built furniture and kitchen cabinets
Mr. S. Sandner	Storage only
Skyline Maintenance & Avionics Ltd.	Aircraft sales, equipment, and service
Triple E Canada Ltd.	Recreational vehicle production
Viking Beer Bellies	Baseball and Hockey Club
Westshore Pacific Development	Storage only